

Person Specification: HLTA

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths 	<ul style="list-style-type: none"> • SEND-related qualification • Training in specific SEND areas (ASD, SEMH, SALT, EAL) 	Q, A
Knowledge and Experience	<ul style="list-style-type: none"> • Experience supporting students with SEND within mainstream secondary classrooms • Experience of planning and delivering targeted learning for individuals and small groups • Understanding of behaviour management aligned with school policy 	<ul style="list-style-type: none"> • Experience leading or contributing to SEND interventions • Experience contributing to Assess–Plan–Do–Review cycles • Experience working with students with EHCPs • Experience of transition support (primary–secondary) • Experience assessing baseline starting points and monitoring progress 	A, I, R
Personal Qualities	<ul style="list-style-type: none"> • Commitment to inclusion and securing strong outcomes for students with SEND • Patient, empathetic and resilient • Reflective practitioner with a commitment to professional learning • Flexible and responsive to student need 	<ul style="list-style-type: none"> • Demonstrates initiative in developing SEND practice • Willingness to develop a SEND specialism 	A, I, R

Planning and Organisation	<ul style="list-style-type: none"> • Ability to plan and adapt learning to meet individual needs • Ability to develop and adapt resources and schemes of work • Effective use of assessment to inform teaching and intervention 	<ul style="list-style-type: none"> • Experience contributing to SEND or departmental development planning • Experience supporting curriculum access across multiple subjects 	A, I, T
Management and Teamwork	<ul style="list-style-type: none"> • Ability to work collaboratively with teachers, SEND staff and pastoral teams • Ability to work independently under agreed supervision • Positive contribution to a professional team culture 	<ul style="list-style-type: none"> • Experience leading a specific area of SEND practice • Experience supporting or mentoring colleagues 	A, I, R
Communication and Influence	<ul style="list-style-type: none"> • Ability to communicate sensitively and effectively with parents/carers • Ability to work constructively with external agencies and professionals • Clear written communication, including reports and assessments 	<ul style="list-style-type: none"> • Experience contributing to EHCP reviews • Confidence liaising with families regarding interventions and progress 	A, I, T

Key

A = Application I = Interview P = Presentation
Q = Qualification certificates R = Reference T = Task